

RESTRICTED

20 July 1949

MEMORANDUM FOR: AD/ORE

SUBJECT: Staff Duty Officers

25X1A

REFERENCE: Administrative Instruction
dated 1 July 1949.

1. Paragraph 5 of reference Instruction requires each Staff Chief to furnish a list of at least six senior individuals assigned to his activity who can be contacted during off-duty hours should occasion arise.

2. Inasmuch as the T/O of this Office is limited to five legal officers, of which probably only three can be properly considered senior, strict compliance with the Instruction would be difficult, if not impossible. In lieu thereof, the following individuals are named as off-duty contacts for the Office of General Counsel:

LAWRENCE R. HOUSTON

WALTER L. PFORZHEIMER

JOHN S. WARNER

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*Name
deleted per
memo dtd
13 June 1950*

3. We assume there is no change in the previous understanding that all legislative calls will be referred to Mr. Pforzheimer or, in his absence, to myself. In the event of emergency in which neither is available, legislative calls should be referred to the Executive or the Director personally.

LAWRENCE R. HOUSTON
General Counsel

LRH/ml1

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Chrono

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*Revised by memo
dtd 25-10-50*